

# MySJC Portal Staff Quick Reference



## Staff Site

The screenshot shows the MySJC Portal Staff Site interface. Annotations include:

- Breadcrumb Navigation:** Located at the top left of the page content.
- Portal Search:** A search bar with a dropdown menu set to "All Sites".
- Welcome User Menu:** Displays "Welcome David Miller" and "My Site".
- Site Actions Menu:** A dropdown menu with options like "View All Site Content".
- My Site Link / My Links:** Personalized navigation links.
- Link Bar:** A horizontal bar with "Staff", "Students", and "Site Actions" buttons.
- Web Part:** A box containing "My Team Sites" and "My Document Library".
- Tabbed Container:** A container for "Campus News", "Campus Events", and "SJC News Feeds".

## Site Actions Menu

The Site Actions Menu includes the following options:

- View All Site Content:** View all libraries and lists in this site.
- View Reports:** View reports on documents, pages and tasks.
- Manage Content and Structure:** Reorganize content and structure in this site collection.

**View All Site Content:** Allows you to view and manage documents, images, bookmarks and other content for the current site. Your user permissions determine with items can be managed.

**Manage Content and Structure:** Same functionality as View All Site Content, except that content in the entire portal can be managed.

## Welcome User Menu

The Welcome User Menu includes the following options:

- My Settings:** Update your user information, regional settings, and alerts.
- Sign in as Different User:** Login with a different account.
- Sign Out:** Logout of this site.
- Personalize this Page:** Add, remove, or update Web Parts on this page.
- Show Shared View:** Displays this page with default web parts and web part properties.
- Reset Page Content:** Reset web parts on this page to their default values.

**Sign Out:** To logoff, you must close the browser window after clicking this link.

**Personalize this Page:** Makes a copy of the default page (shared view) that you can then modify. On your personal page you can move web parts to different columns or change web part options. Once a personal page is created, it is your default view after entering the portal.

**Show Shared View:** Shows the default (non-personalized) page.

**Reset Page Content:** Removes your personalized page.

## The Fundamentals

**Welcome User Menu:** Allows you to create a personal view of the page, manage your personal view, switch back to the shared (default) page view and logout.

**Site Actions Menu:** Allows you to manage documents, images and lists, and restore deleted items from the Recycle Bin.

**Breadcrumb Navigation:** Displays where the current page fits in the hierarchy of sites and items in the site.

**Portal Search:** By default, searches include all sites within the portal. You can use the dropdown list to limit searches to the current site or people.

**Link Bar:** Lists the portal sites that you have permissions to access. By default, your main constituency site (*Staff*) is displayed after login.

**My Links:** Let you add and manage your personal bookmarks. Shared (system) bookmarks cannot be modified or deleted.

**My Site Link:** My Site is a personal site that gives you a central location to manage and store your documents, content, links, and contacts. My Site serves as a point of contact for other users at SJC to find information about you, your skills and interests.

**Web Part:** A web part is an area of the portal that displays information from the portal or another system outside the portal. A good example is the "My Week" web part that displays information from your Outlook calendar. Web parts typically have configuration options and may be movable to different areas of the page in a personalized view.

**Tabbed Container:** Combines multiple Web Parts into one area of the screen.

Context sensitive help

## My Week / To Do / Email

My Week pulls appointment data from your Outlook calendar. By default, appointments for the current and next two days are displayed. You can see additional data for an appointment by moving your mouse over the title. Clicking on the title will open the appointment in Outlook Web Access. To see appointments for other dates, click on a day within the calendar.

My To Do displays tasks from your Outlook task list. You can see task priority and due date information by moving your mouse over the title. Clicking on the title will open the task in Outlook Web Access.

Exchange Email displays the number of unread Outlook email messages you have. This web part automatically refreshes when a new email message arrives. To read your email, click on the message to launch Outlook Web Access.

## Announcements

Displays staff and campus wide announcements.

## Quick Links - My Team Sites

Quick Links, Services/Facilities, Forms/Documents – These tabs contain links to frequently used SJC information.

My Team Sites displays and allows access to the list of team sites to which you belong. Team Sites are portal sites that allow a group of users, such as the members of a class or social club, to collaborate.

## Applications, Bookmarks

Applications: The **UI 4.1** link launches the web version of Datatel Colleague. Through the web interface, you can accomplish all the tasks you have been doing through the client application.

My Bookmarks provides access to your main websites. The benefit of portal based bookmarks is that they are available from work, home or anywhere you travel. You can add new bookmarks by clicking **Add to my links** at the bottom of the list. In addition to your personal bookmarks, the portal also displays shared (system) bookmarks.

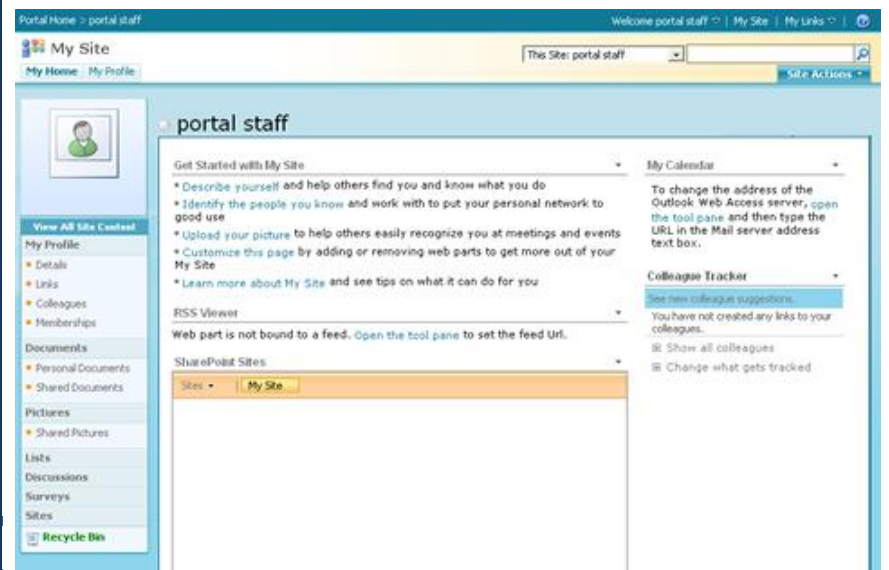
## News, Events & News Feeds

Campus News is maintained by portal content managers and displays information on past events for your group or all staff.

Campus Events is maintained by portal content managers and displays information on upcoming events for your group or all staff.

SJC News Feeds pulls event, news and academic calendar information from the public facing San Juan College website.

## My Site



## My Site Basics

My Site is your personal starting point for viewing and contributing to your organization's intranet through the portal site. It provides a place to save and share your work, a way to find and connect with other people in your organization and see their work, and a way to customize how other people in your organization see your work.

Your personal site has a public view that contains information that you share with other users. The public properties of your user profile are displayed on this page, along with links and sites that you decide other users might want to see. Your most recent shared documents also appear automatically in the public view of your personal site.

My Profile: Details shows your San Juan College account information, such as organization, phone number and email address, and provides additional fields for uploading your picture, describing yourself and listing your interests.

My Profile: Links lets you manage your personal bookmarks. These bookmarks display in the *My Bookmarks* tab on your Staff home page.

My Profile: Colleagues lets you build a list of people you work with or other friends at San Juan College. You can click on people in your colleague list to see their public information.

My Profile: Memberships shows a list of distribution groups and audiences that you belong to.

Documents give you the ability to upload and store personal (private) and shared documents in the Portal.

Pictures give you the ability to upload and store personal (private) and shared pictures in the Portal.